

GUIDELINES for FLYER DISTRIBUTION APPROVAL

Flyers for blanket distribution to students are approved at the discretion of Lakewood City Schools administration using the guidelines listed below. Distribution is only permitted for grades preschool-5. We get many requests for flyer distribution and it is important to us to limit the amount of advertising we send home with students.

Guideline Criteria for Flyer Approval:

1. The organization or activity advertised must provide a direct benefit for Lakewood City Schools students or benefit the greater Lakewood City Schools community in a positive way.
2. The sponsored activity/event should not deter from any Lakewood Schools sponsored activities/events.
3. The flyer must be for a "not-for-profit" organization.*
4. The organization or activity advertised must be in our geographic area.
5. Requests should be made at least two weeks prior to distribution.

*Flyers promoting an event, discount, or special offer at a restaurant, business or other for-profit organization will be approved for distribution to District students under the following conditions:

1. The business must have made prior contact with the principal, or designee, at the school and have entered into an agreement about the offer.
2. There should be some direct benefit (i.e. fundraising) for the school.

Requests can be made by: Sending an email with an attachment of flyer to Christine Gordillo at christine.gordillo@lakewoodcityschools.org

Include the following information in the request:

1. Contact person - name, phone and email
2. Sponsoring Organization - name, website or address, phone number if applicable
3. Schools and grade levels for which distribution is requested
4. Electronic copy of the exact flyer to be distributed.

The organization's contact person will be notified of approval or non-approval by phone or email. It is the responsibility of the organization to provide all copies, and to deliver the flyers to the main office of schools for distribution or to the Board of Education, 1470 Warren Road, Lakewood, Ohio.